

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

11. CONTRACT ID CODE
PAGE 1 OF 2 PAGES

2. AMENDMENT/MODIFICATION NO Six (6)	3. EFFECTIVE DATE JAN 8 2001	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	

FAA, MIKE MONRONEY AERONAUTICAL CENTER
CONTRACT MANAGEMENT TEAM AMQ-340
P O BOX 25082
OKLAHOMA CITY OK 73125-4929

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

WASHINGTON CONSULTING GROUP
4915 AUBURN AVENUE, SUITE 301
BETHESDA, MD 20814

(X) 9A. AMENDMENT OF SOLICITATION NO

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER

X DTFA-02-01-D-12553

10B. DATED (SEE ITEM 13)

January 30, 2001

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

() The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [1] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AMS.

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X Bilateral - Mutual Agreement of the Parties

E. IMPORTANT: Contractor [] is not, [XX] is required to sign this document and return [3] copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCI section headings, including solicitation/contract subject matter where feasible.)

Contract DTFA-02-01-D-12553 is modified as follows:

See Pages 2 and 3 for Details of Changes

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

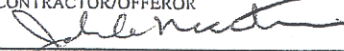
15A. NAME AND TITLE OF SIGNER (Type or print)

John A. MARTIN
CHIEF FINANCIAL OFFICER

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

CHRISTINE T. PARRISH
CONTRACTING OFFICER


15B. CONTRACTOR/OFFEROR


(Signature of person authorized to sign)

15C. DATE SIGNED

12/11/01

16B. UNITED STATES OF AMERICA

BY: 
(Signature of Contracting Officer)

16C. DATE SIGNED

JAN 8 2001

I. This contract modification sets forth changes to the following:

A. Part I, Section C, Scope of Work:

1. Section 6.2, Quality Control Plan
2. Section 8.2.1, Provide Off-Site National Contract Management
3. Section 8.2.2.1, Contract Director
4. Section 8.3.1, Personnel Qualifications, Instructors – Air Traffic Control (ATC)
5. Appendix 1

B. Part III – Attachments – Section J, List of Attachments

- II. Page 25 of Section C, Scope of Work, is deleted in its entirety and replaced with the attached Section C, Page 25 – Modification Six. The last sentence of Section 6.2, Quality Control Plan, is revised to clarify the intent of the parties. The Contractor shall review the Quality Control Plan on an annual basis and shall update the plan as necessary. In addition, the CO and the COTR shall be notified of the review and any Quality Control Plan updates shall require the approval of the CO. A vertical bar in the right hand column of the attached Section C, Pages 25 – Modification Six indicates the revision.
- III. Page 27 of Section C, Scope of Work, is deleted in its entirety and replaced with the attached Section C, Page 27 – Modification Six. Section C.8.2.1, Provide Off-Site National Contract Management, is revised to delete the requirement for the full-time Contract Director to be physically located within a thirty (30) mile radius of the Mike Monroney Aeronautical Center, Oklahoma City, Oklahoma. A vertical bar in the right hand column of the attached Section C, Page 27 – Modification Six indicates the revision.
- IV. Page 28 of Section C, Scope of Work, is deleted in its entirety and replaced with the attached Section C, Page 28 – Modification Six. The education requirement in Section 8.2.2.1, Contract Director, is changed to increase the number of potential candidates for this labor category. A vertical bar in the right hand column of the attached Section C, Page 28 – Modification Six indicates the revision.
- V. Page 31 of Section C, Scope of Work, is deleted in its entirety and replaced with the attached Section C, Page 31 – Modification Six. The qualification requirements in Section 8.3.1, Personnel Qualifications, Instructors – Air Traffic Control (ATC), are changed to increase the number of potential candidates for this labor category. A vertical bar in the right hand column of the attached Section C, Page 31 – Modification Six indicates the revision.
- VI. Page 3 of Appendix 1 to Section C, Scope of Work, is deleted in its entirety and replaced with attached Section C, Appendix 1, Page 3 – Modification Six.

Pursuant to Section C.8.1.2.3, Additional Facilities, and Clause F.4 entitled “Place of Performance”, the Government elects to add the following list of established satellite facilities under this contract. The Contractor shall commence services within thirty (30) days of receipt of the approved Transitional Implementation Plan (TIP) for each satellite facility. Appendix 1 of Section C is revised to include:

Eugene ATCT	Satellite (S)
Hillsboro ATCT	Satellite (S)

A vertical bar in the right hand column of the attached Section C, Appendix 1, Page 3 – Modification Six indicates the revisions.

VII. Page 2 – Modification Six is hereby added to Part III, Section J, List of Attachments.

Pursuant to Section C.4.19.2, the Transitional Implementation Plans for the Eugene Airport Traffic Control Tower and the Hillsboro Airport Traffic Control Tower are incorporated by reference in Section J as Attachments 16 and 17, respectively, to the contract. A vertical bar in the right hand column of the attached Section J, Page 2 – Modification Six indicates the revisions.

VIII. The total estimated value of the contract remains unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A (on page 1 of 1), as heretofore changed, remains unchanged and in full force and effect.

PART I - THE SCHEDULE
SECTION C – SCOPE OF WORK

- e. Monthly and cumulative to date totals of actual expenditures for travel, equipment, supplies and purchases and;
- f. Any anticipated or actual problems encountered in performing the work.
- g. Monthly status information update for each facility, which includes the total number of developmentals, the number of new developmental inputs to date; the distribution of developmentals in each phase of training; and developmental withdrawals and failures.

6.2 Quality Control Plan

The Contractor shall also be required to submit one copy of a final Quality Control Plan to the Contracting Officer within 60 calendar days after contract award. This final plan shall include all changes, if any, required from the review of the initial plan during the proposal evaluation phase. Upon acceptance of the final Quality Control Plan by the Contracting Officer, no further changes shall be made to this plan by the Contractor without the prior written approval of the Contracting Officer. The Contractor shall be required to review the Quality Control Plan on an annual basis and update the Plan as necessary. The CO and the COTR shall be notified of this review and any Quality Control Plan updates that result from this review must be approved by the Contracting Officer.

6.3 Transition Plans

The Contractor shall also be required to submit one copy of the Initial Transition Plan to the Contracting Officer within 15 calendar days after contract award. This plan shall include all changes, if any, required from the review of the plan during the proposal evaluation phase. Upon acceptance of the Initial Transition Plan by the Contracting Officer, no further changes shall be made to this plan by the Contractor without the prior written approval of the Contracting Officer. In accordance with SOW Section 4.19.2, the Contractor shall also be required to submit, upon written request from the Contracting Officer's Technical Representative, a Transitional Implementation Plan for conducting training and training-related services at each additional facility or satellite facility.

6.4 Format

Contractor format is acceptable for reports required by SOW Section Section 6.0.

7.0 MEETINGS/CONFERENCES

7.1 MEETINGS

When necessary, meetings shall be held by the FAA and Contractor to ensure efficient, effective contract performance and to seek resolution of problems throughout the life of the contract. The Contractor shall submit prior to the meetings, any discussion topics which are considered priority matters.

PART I – THE SCHEDULE
SECTION C – SCOPE OF WORK

8.1.2 Time and Location of Performance

Contract personnel shall be expected to perform work under this SOW normally between the hours of 8:00 a.m. and 5:00 p.m., local time, during regular workdays of the week, Monday through Friday. See Clause H.16 entitled “Overtime”.

8.1.2.1 Work at Contractor Site

The Contract Director and Contract Administrative Assistant are required to work at a facility furnished by the Contractor. No Government facilities or equipment will be provided for these Contractor personnel.

8.1.2.2 Work at Designated Government Facilities

Unless additional facilities are designated as authorized under SOW paragraph 8.1.2.3, or unless otherwise directed by the authorized Contracting Officer’s Technical Representative, all work shall be performed at locations as designated in SOW Appendix 1 – List of Facilities and Satellite Facilities. Work shifts shall be determined by the FTLO for each requirement or duty described in this SOW as operational needs dictate. The majority of instructional services are conducted during a "day" shift, such as the 7:00 AM to 3:30 PM shift or 8:00 AM to 4:30 PM shift, Monday through Friday. The exact shift may vary for each site, and Contractor personnel may be required to work other shifts between 0:00 AM and 12:00 Midnight, Sunday through Saturday, as directed by the COTR.

8.1.2.3 Additional Facilities

The Contractor shall be prepared to provide task requirements per SOW Section 8.0, at additional FAA facilities or satellite facilities as required by the FAA. The FAA will notify the Contractor at least 30 calendar days prior to adding any facility or satellite facility and the Contractor shall submit a transitional implementation plan, in accordance with SOW paragraph 4.19.2, outlining the proposed process to accomplish the transition.

8.2 TASK A - Contract Management And Administrative Support

8.2.1 Provide Off-Site National Contract Management

The Contractor shall provide a full-time Contract Director. The Contract Director shall be responsible for all Contractor work performed under this SOW, and shall have full authority to act on behalf of the Contractor at each affected facility or satellite facility. The Contractor shall provide a Contract Administrative Assistant to assist in the daily operations and management of this contract. The Contract Director and Contract Administrative Assistant will not be provided Government furnished office space, office

PART I – THE SCHEDULE
SECTION C – SCOPE OF WORK

equipment, or office supplies.

The Contract Director's counterpart and FAA point of contact at the Mike Monroney Aeronautical Center is the authorized Contracting Officer's Technical Representative.

The Contractor shall notify the Contracting Officer 60 calendar days in advance of any proposed personnel change involving the Contract Director in accordance with the Key Personnel Clause in Section H. This advance notification is not required if the personnel change is the result of a Government request for removal due to unacceptable performance or resignation, although all other provisions of Section H will apply.

8.2.2 Personnel Qualifications

8.2.2.1 Contract Director

The Contract Director shall have a minimum of 10 years experience in FAA air traffic control. At least five (5) years of that experience shall have been at a second level supervisory/managerial position. In addition, the Contractor shall consider a candidate's experience in federal contract management or other related fields. This includes, but is not limited to, the candidate's educational training and experience in business management.

The Contract Director shall meet the following employment criteria:

Experience - No fewer than five years experience in the management of a small to medium sized organization (25 - 100 employees). Preference may be given to candidates who have specialized experience according to the following priority:

- a. Management of a non-technical training organization.
- b. Management of a technical training organization.
- c. Management of other than a training organization.

Education – Formal study in business administration, management, public administration, or a concentration allied with management of a small to medium sized organization (25 - 100 employees) from an accredited institution is preferred.

Special Qualifications - A demonstrated ability to deal with members of management, sub-contractors, and various vendors is considered essential. The FAA also considers it essential that

PART I – THE SCHEDULE
SECTION C – SCOPE OF WORK

8.2.5 Contractor Performance

Contractor personnel performance shall be evaluated as per SOW Section 4.9.

8.3 TASK B - Classroom and/or Simulation Qualification Training

The Contractor shall furnish all supervisory, instructional, and administrative staff required to administer classroom and/or simulation phases of qualification training for the en route and terminal training programs. Additionally, this requirement shall include maintaining the automated tracking system and submission of all required Civil Aeromedical Institute (CAMI) tracking forms. Course objectives, training outcomes, and subjects to be taught under this requirement are contained in the EnRoute and Terminal Instructor Program Guides. The Contractor shall adhere to all established course outlines, lesson plans, and procedures contained in the appropriate IPGs. The length of each phase of classroom and simulation training is also contained in each appropriate IPG. Classroom instruction, briefing presentations, and/or testing may also involve other subjects related to air traffic control, and shall be assigned at the discretion of the FTLO. Contractor instructional and supervisory staff shall assist and augment an FAA cadre of instructors, supervisors, and managers, if any, in the conduct and administration of all courses as directed by the FTLO.

8.3.1 Personnel Qualifications, Instructors - Air Traffic Control (ATC)

ATC instructors shall primarily conduct classroom and laboratory simulation training for developmental students, as well as proficiency training for current ATCS personnel. Instructors shall have a minimum of three (3) years combined CPC experience in an air traffic control facility [e.g., Air Route Traffic Control Center (ARTCC), Airport Traffic Control Tower (ATCT), or Terminal Radar Approach Control (TRACON)]. Instructors shall have a minimum of one (1) year of CPC experience with the ATC option for which application is made. Terminal experience must have been at a like-type facility. For example, limited radar cab experience does not qualify as radar experience for a TRACON.

8.3.1.1 Training

All Contractor ATC instructors shall be required to complete successfully Facility Instructor Training (Course 10501). This course will be furnished by the FAA at no tuition cost to the Contractor. The requirement may be waived in writing by the FAA if an individual has previously completed the course. Failure to complete successfully Course 10501 may result in a request from the FAA for removal of the employee from the labor category. Since Contractor ATC instructors are directly involved in various phases of qualification training for developmental air traffic control specialists, they must be certified to teach these phases of training. The certification process outlined in SOW Section 4.10 shall be utilized. Individuals previously certified, whose certification remains current as of the date of contract award, shall be considered certified. In addition, instructors who were employed by the FAA within the 3 month period immediately prior to being hired by the Contractor, and who worked as an operational air traffic controller/supervisor in the area of operation in which the individual will instruct, shall also be considered certified as laboratory instructors. Any other exceptions to the certification process

APPENDIX 1
LIST AIR TRAFFIC FACILITIES AND SATELLITE FACILITIES

Facility (F) or Satellite (S): **F**
Location Identifier: **ZTL**
Atlanta ARTCC
299 Woolsey Road
Hampton, GA 30228

Facility (F) or Satellite (S): **S**
Location Identifier: **ZSE-SEA**
Seattle/Tacoma ATCT
Administration Building, Room 417
Sea-Tac Int'l. Airport
Seattle, WA 98158

Facility (F) or Satellite (S): **S**
Location Identifier: **ZDV-DIA**
Denver ATCT
Denver International Airport
R19-2/19-3
Denver, CO 80249-6361

Facility (F) or Satellite (S): **S**
Location Identifier: **ZJX-SAV**
Savannah ATCT/TRACON
Savannah International Airport
300 Aggett Drive
Savannah, Georgia 31408

Facility (F) or Satellite (S): **S**
Location Identifier: **ZTL-A80**
Atlanta TRACON
784 South Highway 74
Peachtree City, GA 30269

Facility (F) or Satellite (S): **F**
Location Identifier: **PCT**
Potomac TRACON
3699 Macintosh Drive
Warrenton, VA 20187

Facility (F) or Satellite (S): **S**
Location Identifier: **ZLA-LAX**
Los Angeles ATCT
Los Angeles Int'l. Airport
245 World Way North
Los Angeles, CA 90045

Facility (F) or Satellite (S): **S**
Location Identifier: **ZSU-SJU**
San Juan ATCT
LMM Int'l Airport
14th Floor
Puerto Rico, Carolina, 00979

Facility (F) or Satellite (S): **S**
Location Identifier: **ZSE-HIO**
Hillsboro ATCT
N.E. 25th Avenue
Hillsboro, OR 97124

Facility (F) or Satellite (S): **S**
Location Identifier: **ZSE-EUG**
Eugene ATCT
Mahlon-Sweet Airport
28833 Douglas Drive
Eugene, OR 97402

PART III – ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS

Attachment 16	Transitional Implementation Plan – Eugene ATCT (SEA) (Incorporated by Reference)	
Attachment 17	Transitional Implementation Plan – Hillsboro ATCT (SEA) (Incorporated by Reference)	